

**Calcasieu Parish Public Library  
BOARD OF CONTROL  
MINUTES**

**301 W. Claude Street**

**November 19, 2020**

**11:00 a.m.**

The Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, November 19, 2020 at 11:00 AM, at the Central Library. Mrs. Laura Richardson, President, presided.

**Present**

Mrs. Laura Richardson, President  
Dr. Dale Schanz, Vice President  
Mr. Paul Arnold  
Mr. Brent Cating  
Ms. Alice Danclar  
Mrs. Michelle McInnis  
Mr. E. Brent Washington  
Mr. Anthony Zaunbrecher

**Absent**

Mrs. Willie Mount

Also: Ms. Marjorie Harrison, Library Director; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Mrs. Loretta Gharst, Associate Librarian for Collection and Computing Services; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mrs. Laura Richardson
  - a. Ms. Danclar pronounced the Invocation
  - b. Mr. Arnold led all present in the *Pledge of Allegiance*

2. Adoption of the Agenda

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. WASHINGTON, TO ADOPT THE AGENDA AS PRESENTED.  
THE MOTION CARRIED UNANIMOUSLY**

3. Public Comments of Items on Agenda – There were no public comments.

4. Approval of Minutes and Reports

- a. Board of Control Minutes – October 29, 2020

**A MOTION WAS MADE BY MRS. MCINNIS, SECONDED BY MR. ARNOLD, TO ACCEPT THE MINUTES AS PRESENTED.  
THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

5. Director's Reports/Financial Reports – Ms. Harrison explained the regular report went out with the Board Packet this time, but since that time, we have some new information regarding facilities and library hours.

- a. We are going to gradually be open on Saturdays in December. The hours will be from 10:00 a.m. to 2:00 p.m. through January 2, 2021, at which time we hope to be able to move to 9:00 a.m. to 5:00 p.m. at the libraries that are open.
- b. Currently closed libraries are Epps, Fontenot, and Moss Bluff. Genealogy will be closed soon.

- c. We discussed the scope of work with the Police Jury. Mr. Lemoine is going to be leading on Epps Annex, Epps Memorial Branch, Fontenot, and Carnegie because those were the hardest hit after Hurricane Laura. Mr. Brossett will be leading all the other buildings, including Moss Bluff, and the Capital One buildings.
  - i. Epps Memorial and Moss Bluff have been identified as top priority for their groups. We want to get them back up and running as soon as possible.
- d. Mr. Toland explained, we would like to be able to open some of the facilities while the repairs are taking place. The branches will be opened and closed as needed during this time. We will do all we can to have the branches open as much as possible.
- e. Mr. Zaunbrecher wanted to know if this is an opportunity to consider changes in those branches, since we have an architect.
  - i. There was discussion.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MR. ZAUNBRECHER, TO ACCEPT THE DIRECTORS REPORT. THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

- 6. Committee Reports/Upcoming Meetings – The Nominations Committee met today and will bring a report under New Business.
- 7. Unfinished Business
  - a. Capital One buildings – Ms. Harrison explained there was no progress to report, however, Martin Vires, Police Jury Capital Manager, expects the projects at Fontenot and DeQuincy to take six (6) months once the bids are accepted.
- 8. New Business
  - a. Consideration to approve the Libraries Southwest Reciprocal Borrowers Agreement 2020-01 Revision
    - i. Ms. Harrison explained Rapides parish would like to join the consortia. The reciprocal borrowers agreement was amended to reflect that change. In addition, wording was added to include digital content. The agreement will go to the Board in each of the reciprocal parishes for approval.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY DR. SCHANZ, TO APPROVE THE LIBRARIES SOUTHWEST RECIPROCAL BORROWERS AGREEMENT 2020-01 REVISION. THE MOTION CARRIED UNANIMOUSLY.**

- b. Internet and Data Service request for proposal
  - i. Consideration to request the Calcasieu Parish Police Jury advertise for bids for a new Internet and Data Service provider.
    - 1. Mrs. Gharst explained the contract is ending soon for internet and data service; approval is needed to request the Police Jury formally advertise for bids.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY DR. SCHANZ, TO REQUEST THE CALCASIEU PARISH POLICE JURY ADVERTISE FOR REQUEST FOR PROPOSALS FOR A NEW INTERNET AND DATA SERVICE PROVIDER. THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

- c. Hosted Voice over Internet Protocol (VoIP) Telephone Communication System request for proposal
  - i. Consideration to request the Calcasieu Parish Police Jury advertise for bids for a new Hosted Voice over Internet Protocol (VoIP) Telephone Communication System.

**A MOTION WAS MADE BY MR. WASHINGTON, SECONDED BY DR. SCHANZ, TO REQUEST THE CALCASIEU PARISH POLICE JURY ADVERTISE FOR REQUEST FOR PROPOSALS FOR A NEW HOSTED VOICE OVER INTERNET PROTOCOL (VOIP) TELEPHONE COMMUNICATION SYSTEM SERVICE PROVIDER. THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

- d. 2021 Slate of Officers
  - i. Mr. Washington presented the following 2021 Slate of Officers from the Nominating Committee for consideration:
    - 1. Dr. Dale Schanz, President
    - 2. Mrs. Willie Mount, Vice President
    - 3. Ms. Marjorie Harrison, Secretary

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MRS. MCINNIS, TO ACCEPT THE REPORT FROM THE NOMINATING COMMITTEE. THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MS. DANCLAR, TO ACCEPT BY ACCLAMATION THE NOMINATING COMMITTEE'S SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. WASHINGTON, TO INVESTIGATE, WITH THE POLICE JURY, EXECUTIVE STAFF, AND BRANCH MANAGERS, THE POSSIBILITY OF MINOR OR MAJOR IMPROVEMENTS AT MOSS BLUFF AND EPPS MEMORIAL BRANCHES DURING THE COURSE OF THE HURRICANE REPAIRS, AS DISCUSSED EARLIER, PAID FOR EITHER BY THE INSURANCE OR THE LIBRARY SYSTEM.**

- i. Mr. Zaunbrecher explained having that information would allow the Board to make a decision regarding additional improvements at those library branches.

**THE MOTION CARRIED UNANIMOUSLY.**

There were no public comments.

- 9. Suggestions for Future Agenda –
  - a. Mr. Cating requested a report from library staff on the progress of the motion to investigate the possibility of improvements.

10. Announcements/Board Round Table

- a. Mrs. McInnis said she is impressed to see some of the virtual and creative ways the library has done programming over the last few months.
- b. Mr. Arnold asserted he wholly supports the letter written by Mrs. Richardson, in reference to our Director for her personnel file.
- c. Mr. Cating thanked the library for what it has done these past three months finding creative ways to help children, parents, and grandparents.
- d. Mr. Washington revealed he and his family would park in the parking lot at the library and use the library's Wi-Fi, declaring "it was easy, fast, and is a tremendous service to the community".
- e. Dr. Schanz noted that it has been a challenging year this year, remarking, "I really appreciate our president having a lighter look on the situation and I'm glad to be here with everyone".
- f. Mr. Zaunbrecher questioned if the link for the Ethics Training was in the email previously sent with the instructions and link for the Preventing Sexual Harassment Training.
  - i. Dr. Schanz requested both links to be sent once more.
- g. Mrs. Richardson expressed her gratitude and appreciation to Ms. Harrison and the Library Board for their work during this unusual year. She also commended and thanked the library for doing a fabulous job.

11. Adjournment

**A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. WASHINGTON, TO  
ADJOURN THE MEETING.  
THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 11:40 AM

**The next meeting of the BOARD OF CONTROL will be held:  
-Thursday, January 21, 2021**

APPROVED

  
Marjorie Harrison, Secretary